Job Title: Court Interpreter

Department: Municipal Court

Immediate

Supervisor: Court Administrator

Origination Date:	01/01/2002
Revision Date:	07/01/2012
Job Grade	805
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Provides Spanish language interpretation and translation in a municipal setting. Responsible for the simultaneous and consecutive interpretation of court proceedings and translation of related documents, orally and written respectively, as well as sight translation. Provides assistance to the Judge in the courtroom. Responsible for special projects as assigned, under the supervision of the Court Supervisor, but some latitude is granted for the exercise of independent judgment and initiative.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Listens and renders an accurate and precise simultaneous or consecutive interpretation of
		testimony, questions, and responses during complex legal proceedings, hearings,
		interviews, trials and other legal proceedings to and from both English and Spanish.
		Understands techniques, methods, procedures and has an excellent command of
		interpreting modes and techniques, ethical standards, and theory of the Court Interpreter
		profession. Demonstrates proficiency in proper, regional, and idiomatic usage of the
		Spanish language. Knows legal and technical terminology, idiomatic usages, techniques of concurrent, literal interpretation, and translation and street jargon in the Spanish and
		English languages. Considers the county of origin, ethnic group, and level of education
		of each defendant in order to use the correct dialect. Understands and simultaneously
		interprets colloquialisms and legal terminology in both Spanish and English.
2	S	Provides sight translation of court documents from source language to target language
		with control and fluidity without editing, omitting, or changing register of message.
		Translates written documents including existing court forms, court correspondence, legal
		documents and court-related material as assigned. Prepares written letters, reports,
		memos, legal documents and other correspondence, in both English and Spanish.
3	S	Communicates and works effectively with a diverse group of internal and external
		customers. Establishes and maintains effective working relationships with judges,
		prosecutors, City officials, public defenders, lawyers, supervisors, co-workers and the
		general public, providing quality service to all court users. Contacts outside agencies to
		schedule lesser-used and exotic language contract interpreters to assist non-English
		speaking defendants. Reviews and processes contract interpreter invoices.

	Physical Strength Code	ESSENTIAL FUNCTIONS
4	S	Provides administrative support by covering the front desk and court room operations, creating and updating forms, monitoring department budget, preparing requisitions and p-card reconciliation, NaviLine data entry, making conference/travel arrangements, and ordering supplies.
5	S	Prioritizes and performs a variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines. Learns court processes and procedures, computer software applications, and other job-related material through on-the-job training and in classroom settings. Comprehends and makes inferences from written material, such as rules of court, state, and federal laws and regulations to determine appropriate actions. Knowledge of City Code, Arizona court system, Arizona Revised Statutes, Arizona Rules of Civil and Criminal Procedures, legal terminology and AZTEC software.

JOB REQUIREMENTS:

	IOD DECLUDEMENTS
	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Knowledge of the Spanish language with demonstrated proficiency in proper regional and idiomatic usages. Demonstrated proficiency in the techniques of concurrent and literal interpretation. Knowledge of legal terminology and procedures of the court system with demonstrated proficiency to interpret and translate legal terms and instructions regarding court services.
Reading	Work requires the ability to read and understand law updates. College level in both English and Spanish languages.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and percentages at the high school level.
Writing	Work requires the ability to write to fill out forms and right in a clear and concise manner. College level in both English and Spanish languages.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Decision/Policy Making	Significant - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Limited Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☑ Communicating with co-workers	Pushing/ Pulling	□ N □ R □ O □ F □ C	 ☒ File drawers ☐ Equipment ☒ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R ⊠ O □ F □ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O □ F □ C	☐ Stairs ☐ Ladders ☑ Step stools ☐ Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☐ Driving☐ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	☑ Supplies☐ Equipment☑ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavyequipment☐ Operating Dictaphone
Carrying	□ N □ R ⊠ O □ F □ C	☑ Supplies☐ Equipment☑ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☐ On equipment ☑ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R ⋈ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☑ Paperwork☑ Monies	Hearing	□ N □ R □ O ⋈ F □ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⋈ F □ C	☑ From computer to telephone☐ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⋈ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	1		,

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Telephone, fax machine, calculator, courtroom recording equipment, microphone, electronic whiteboard (Smartboard), electronic overhead camera (ELMO), credit card machine, dvd player, videotape player, shredder, time clock, dating devices, copier, stapler, hole punch, and cash drawer.

Computer Equipment and Software:

Personal computer, printer, AZTEC court automated system, scanner, Laserfiche scanning application, Naviline finance application, Lotus Notes, Microsoft Office applications (Word, Excel, and Powerpoint).

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	×				
Wetness and/or humidity (bodily discomfort from moisture)	×				
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	×				
Noise and vibration (sufficient to cause hearing loss)	×				
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)			X		

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never	Less than 1	1/3 or more of	From 1/3 to 2/3	2/3 or more of
	occurs	hour per week	the time	of the time	the time
Mechanical hazards	×				
Chemical hazards	×				
Electrical hazards	×				
Fire hazards	×				
Explosives	×				
Communicable diseases			×		
Physical danger or abuse		×			
Other (specify)					

\ 1		 	
Primary Work Location:			
☑ Office Environment			
☐ Warehouse			
☐ Shop			
☐ Vehicle			
☐ Recreation Centers/Neighborhood	l Centers		
☐ Outdoors			
☐ Other (Specify)			
Protective Equipment Requi	red:		

Job Demands

Overall Strength Demands:

	Overall Strength Demands	
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.	
Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.		
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.	
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.	
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.	

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations				\boxtimes
Frequent Change of Tasks	X			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment	X			
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.